

**NEVADA STATE CONTRACTORS BOARD
IS SEEKING APPLICATIONS FOR THE FOLLOWING**

JOB TITLE: Compliance Investigator – Henderson, Nevada

Conducts investigations of commercial and residential projects constructed by licensed contractors in response to complaints of non-compliance with trade and/or industry standards for materials and/or workmanship.
Performs related activities to facilitate resolution of matter, either informally, by contractor corrective action, or formally through Board disciplinary action. Responds to complaint inquiries, and assists complainants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews plans and specifications for building related construction involving installation, remodeling, replacement, and repair, for use in the performance of investigations.

Coordinates possible resolution of complaint by conducting meetings and discussions with contending parties, addressing all alleged complaint items.

Performs follow-up on complaints, closure of records, and case dispositions.

Properly apply legal office terminology, forms, documents, and procedures in the course of completing work; prepare, read, and understand legal and court documents and extract relevant information.

Must be able to immediately recognize possible life/safety hazards that exist in building and project sites, and notify the appropriate jurisdictional agency and contractor involved for immediate action to correct the problem.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be at least 21 years of age, a citizen of the United States and possess a Nevada driver's license and be insurable as a driver under a motor vehicle liability policy obtained by the Board.

A valid certificate in construction skills issued by a nationally recognized organization. A high school diploma and four years of progressively responsible experience performing field investigations or a high school diploma and at least 4 years of experience in the construction industry as a contractor, journeyman, foreman or supervising employee, or the equivalent thereof as determined by the Board. A bachelor's degree from an accredited college or university with a major in pre-engineering, construction inspection or construction technology, or a related area of study as determined by the Board, and have at least three (3) years of experience in the construction industry as a contractor, journeyman, foreman or supervising employee, or the equivalent thereof, as determined by the Board OR and sufficient combination of education and experience as determined by the Board.

Demonstrate knowledge of the provisions of NRS 624 and the building codes for use in Nevada.

Be of good moral character, not have been convicted of or plead nolo contender to a felony or a crime involving moral turpitude or the illegal use or possession of a dangerous weapon or drug.

Pass the Construction Management Examination not later than 1 year after beginning employment by the Board

Complete annually at least 16 hours of training related to construction. Comply with the Code of Ethical Standards as prescribed in NRS 281A.400 and submit to the Board a completed set of fingerprints and written permission authorizing the Board to submit those fingerprints to the Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to move safely about construction work sites. Mobility to work in a typical office setting, use standard office equipment, operate a motor vehicle to attend meetings and inspect properties; strength and stamina to inspect various residential, commercial, and industrial properties or other facilities; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

Frequently required to talk or hear; stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; regularly lift and/or carry up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job included close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY AND BENEFITS

Starting Salary to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 401 and 457 pension plans. The Board is a quasi State agency and employees are not participants in the P.E.R.S. retirement program.

HOW TO APPLY

To apply, send a resume to recruit2@nscb.state.nv.us . Resumes must be received no later than April 15, 2016.